



GUIDE FOR RESIDENTIAL CONSTRUCTION

DEVELOPMENT SERVICES DEPARTMENT
BUILDING/PLUMBING DIVISION - PHONE 604 527 4580
JANUARY 2007

HYDRONIC HEATING PERMITS

The purpose of this guideline is to assist the homeowner, builder and contractor through the Hydronic Heating Permit process. This guide will provide the customer with information on the City's requirements for permits and inspections. At any time during the course of the process please feel free to call staff for assistance or clarification.

Hydronic Heating Permits are required when you wish to:

- install a new hydronic heating system;
- alter or extend an existing hydronic heating systems;

Hydronic Heating Permits are NOT required for:

- minor repairs to leaks in hydronic heating systems;
- regular scheduled maintenance

Engineering Dept. fees to be paid for:

- hydronic heating permits will be based on a fee per 1000 B.T.U. of appliance heating input;
- to be paid in full at the time of permit application;

Application for a Hydronic Heating Permit:

Applications for Hydronic Heating Permit are to be made at the Building Department.

The applicant must:

- provide an appliance worksheet, heat loss summary, hydronic radiant floor panel worksheet and boiler room layout diagram (sealed, signed and dated by a Certified Hydronic Heating Designer)
- provide evidence of current City Of New Westminster Business License (contractor only);
- provide evidence of Home Ownership (homeowner only);
- provide evidence of Approved Building Permit;

Process of Hydronic Heating Permit Application:

Upon receipt of a hydronic heating permit application, review and processing by the Plumbing Department requires a minimum of 48hrs. This time line may be extended due to:

- volume of applications;
- complexity of the project;
- accuracy of the application;

Issuance of a Hydronic Heating Permit: The hydronic heating permit will be issued following the acceptance of a complete permit application. The applicant will be mailed a copy of the hydronic heating permit.

Inspections:

- inspections must be requested by the Hydronic Heating Permit applicant;
- all work being inspected must be complete and ready prior to inspection;
- work must not proceed past any of the required inspections listed without prior authorization;
- the street address and Building Permit card must be posted in a visible location on site;
- the approved Building Permit drawings and all prior inspection notices must be on site for all inspections;

Required Inspections:

1. **Radiant Floor Panel Inspection**– all in-slab piping must be inspected and approved before slab preparation and pour may continue. (radiant systems)
2. **Baseboard Rough Piping Inspection**- all baseboard piping loops above and below slab must be inspected and approved before proceeding.(baseboard systems)
3. **Final Hydronic Heating Inspection**- all appliances and system components to be installed, cleaned and fully operational as per designer's criteria. (copy of Certification of Heating Systems form required to be on site for final inspection)

This is not an exhaustive listing of all R.H.W.H.A. Hydronic Guidelines and building code requirements. Additional information may be requested during the building permit processing

No person shall use or occupy or cause or permit to be caused or occupied any building or part thereof until he has received an Accepted FINAL Building Inspection from the Building Official.

24 Hr. Inspection Request Service

Building Inspections: 604- 527-4620

Plumbing Inspections: 604- 527- 4610
Next Day Request cut-off is at 2:00 PM.

Leave your Permit number, Contact name and Phone number, Type of Inspection requested, Address at which inspection is required, Contractor and/or Trade's Business License # is required.
(Any omitted information may result in an inspection not being scheduled and delay in construction)

RELATED SERVICES

Natural Gas & Electrical Inspections
400 88 – 6th Street
New Westminster, BC V3L 5B3
604-660-6222